

SAMPLE

Purchase Request Form for High Hazard Chemicals and/or Products Not On the Standard Use List

Staff Requesting Chemical:
Reviewed by:
Chemical Requested:

Date Submitted:
Review Date:
Synonym:

Criteria	Answer	Comments
Why do you need this chemical?		
Is there a video, or computer simulation, or less hazardous alternative?	yes <input type="checkbox"/> no	Alternatives:
Chemical will be used by:		__ instructor only, __ entire class
Product be used up in the following:		__ 1 year, __ 2 years, __ other _____
Is there a less hazardous alternative available?	yes <input type="checkbox"/> no	Alternatives:
Can this be done in Microscale?	yes <input type="checkbox"/> no	
Is this chemical already available within the school (your department or elsewhere)?	yes <input type="checkbox"/> no	Location:
What are the hazard characteristics of this chemical and what is the NFPA rating?		<div style="display: flex; justify-content: space-between;"> <div> Corrosive Flammable Oxidizer Poison </div> <div> <input type="checkbox"/> Reactive <input type="checkbox"/> Carcinogen <input type="checkbox"/> Explosive <input type="checkbox"/> Other _____ </div> </div>
Do I have the training to use it?	yes <input type="checkbox"/> no	Training:
Does this chemical require special safety requirements? If so, what are they?	yes <input type="checkbox"/> no	<div style="display: flex; justify-content: space-between;"> <div> Gloves Goggles Apron </div> <div> <input type="checkbox"/> Fume Hood <input type="checkbox"/> Respirator <input type="checkbox"/> Other </div> </div>
Does this chemical require special emergency response supplies? If so, what are they?	yes <input type="checkbox"/> no	Special Fire Extinguisher Specialty Spill Kits Other _____
Does this chemical have special storage requirements? If so, what are they?	yes <input type="checkbox"/> no	Explosion proof refrigerator _____ Type shelving _____ Type cabinet _____ Temperature _____ Moisture _____ Other _____
What type and quantity of waste products are produced? What is the cost to dispose of it?	\$ _____	
Is the product on the <i>Red Flag List</i> ? In what category?	yes <input type="checkbox"/> no	
Are there any special handling requirements upon receipt of the product? If so, what?	yes <input type="checkbox"/> no	